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ABSTRACT

An outline for a beginning typing course which covers introduction to the keyboard and basic typing techniques is presented. Fifty lessons are organized into two levels. General course objectives and student performance objectives are given. Level one (lessons 1-26) emphasizes keyboard learning, technique development, speed building, and control of tabulation and other manipulative operations. Level two (lessons 27-50) emphasizes centering and copy arrangement concepts and procedures as they apply to commonly used business papers. Composition at the typewriter is also stressed. A list of instructor and student materials and a short bibliography are included. (EM)

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Stark Technical College

TYPING I

JC830805

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TYPING I

A developed course encompassing the competencies identified in the administrative area of the Secretarial Science Technology task analysis.

Submitted
to
Stark Technical College
Staff and Development Office

Janice Pattison

1981/82

TYPING I 5005-1-213

3 Credits (quarter) 3 class hours 2 lab hours

For the beginner, the keyboard and the basic techniques are presented.

Prerequisite: None

COURSE RATIONALE

The typewriter is a tool of written personal and business communication. Typing speeds up the communication process. Learning to operate a typewriter by touch involves training the eyes, ears, mind, and hands to operate simultaneously, but independently. The skill of typing is required for many of the courses in the Secretarial Science program.

COURSE DESCRIPTION

TYPING I is a prerequisite for all secretarial programs. It introduces the student to touch-typing techniques and to correct operation of the manipulative parts of the typewriter. It includes orientation in the basic patterns of centering and arranging reports and letters. Supervised skill-development sessions are an integral part of the course, and concentration is on the mastery of the alphabetic keyboard by touch. Speed and accuracy development is integrated with the basic production of correspondence, reports, and simple tabulations.

COURSE ORGANIZATION

The purpose of COLLEGE TYPEWRITING, Basic Course, Tenth Edition is to develop the techniques of typewriter operation upon which all applied skillls depend; second, to present procedures of copy arrangement and problem solving that are basic to all typewritten applications; and third, to provide practice on those forms of typewritten communication that are basic for both personal and business use.

Fifty lessons are organized into two levels of related activities. Level 1 (Lessons 1 - 26) focuses on keyboard learning, technique development, speed building, and control of tabulating and other manipulative operations. Level 2 (Lessons 27 - 50) emphasizes centering and copy-arrangement concepts and procedures as they apply to such commonly used business papers as letters, tables, outlines, and reports. Composing and supportive communication skillls are also stressed.

Skill-building and skill-application lessons are presented in separate sections. These sections may be used in order of their occurrence; they may be grouped; or materials may be selected from them to provide the assistance individual students may need.

Most of the sections include measurement activities for the purpose of checking student progress. Level 2 begins and ends with lessons for measurement of achievement.

The Tenth Edition of COLLEGE TYPEWRITING has several changes. There is no personal business letter presented. Also, there are no memos in the new edition. Mixed punctuation is not presented until TYPING II, Intermediate.

There seems to be more emphasis on script and rough-draft copy. There are more statistical exercises for practice. There are more exercises on composition at the typewriter.

An instructor may need to supply additional five-minute timing practice material.

Although the personal data sheet is not presented in the textbook, it is now included in the course because it was felt that students other than those in the Secretarial Department would need this information. Many students take only TYPING I, and this is the only opportunity to present the data sheet. Instructors will need to supply examples of data sheets and allow class time for typing them.

* Parts of this COURSE ORGANIZATION were condensed from the Preface of the textbook.

RESOURCES

Materials for Multimedia Learning System are available. At this time (1982) the course is being taught in a traditional classroom setting. The MLS materials may be used for extra practice by individual students, special student groups, or non-traditional adult evening students.

Each quarter an instructor is designated to coordinate all TYPING I classes to insure continuity of content and evaluation between daytime and evening classes.

For other resources, see the INSTRUCTOR MATERIALS section of this TYPING I course package.

INSTRUCTOR MATERIALS

Textbook - College Typewriting by Wanous, Duncan, Warner, and Langford South-Western, T21

College Typewriting, Manual, T20M

MLS Student Activity Guide, Z215

MLS Procedures Manual, Z21P

Performance Tests, T20A (available from department library)

Placement Tests, T20G (available from department library)

Student Self-Check Solutions, T21K

Transparency Masters (available from department library)

Supplemental Typing Drill Books (available in file cabinets of typing rooms)

Timer or stopwatch

Typewriting Ruler, Y91 (optional)

Progress Cards and Progress Folders, T20J and T20F (Optional)

STUDENT MATERIALS

Text/Workbook - College Typewriting, South-Western T21

Supply of 8½ X 11 typing paper

Carbon paper

Onionskin copy paper

Correction materials (correction film)

Dictionary

Secretarial reference manual (optional)

GENERAL LEVEL COURSE OBJECTIVES

Upon completion of TYPING I, the student will be able to:

1. Control the keyboard--letters, figures, symbols, and special service keys--by touch.
2. Demonstrate correct position at the typewriter.
3. Use all typewriter parts.
4. Compose at the typewriter.
5. Proofread accurately.
6. Correct errors on original and carbon copies.
7. Type from script and rough draft copy.
8. Change a typewriter ribbon.
9. Type simple business correspondence.
10. Type 2-, 3-, and 4-column tabulation problems.
11. Center problems horizontally and vertically.

* The objectives for the various units of this course were adopted from the corresponding units of College Typewriting - Basic Course.

LEARNING ACTIVITIES

Suggestions for daily lesson planning may be found in:

College Typewriting, Manual T20M

MLS Student Activity Guide, Z215

MLS Procedures Manual, Z21P

OVERALL COURSE OUTLINE

I. Lessons 1 - 15
   A. Keyboard - Alphabet Keys
   B. Machine Parts
   C. Technique - Skill - Special Applications
   D. Related Learning Activities

II. Lessons 17 - 22
   A. Keyboard - Number Keys
   B. Machine Parts
   C. Technique - Skill - Special Applications
   D. Related Learning Activities

III. Lessons 23 - 26
   A. Keyboard - Symbol Keys
   B. Machine Parts
   C. Technique - Skill - Special Applications
   D. Related Learning Activities

IV. Lessons 27 - 33
   A. Keyboard - Centering
   B. Machine Parts
   C. Technique - Skill - Special Applications
   D. Related Learning Activities

V. Lessons 34 - 39
   A. Typing Business Correspondence
   B. Machine Parts
   C. Technique - Skill - Special Applications
   D. Related Learning Activities

VI. Lessons 40 - 50
   A. Tables and Reports
   B. Machine Parts
   C. Technique - Skill - Special Applications
   D. Related Learning Activities

UNIT I LESSONS 1 - 15

* OBJECTIVES

Upon completion of this unit, the student will be able to:

1. Make appropriate adjustments to the desk and chair and demonstrate the ability to take appropriate typing position.
2. Demonstrate the ability to make appropriate pretyping machine adjustments and insert and remove paper correctly from the typewriter.
3. Type by touch the letter keys on a typewriter with techniques that are observable to the instructor.
4. Demonstrate the technical use of such manipulative parts of the typewriter as the tab key, tab clear, tab set, shift lock, backspacer, margin stops, space bar, shift keys, and return mechanism.
5. Type at least 15 gwam for 2' on easy paragraph copy.

UNIT I LESSONS 1 - 15

A. Keyboard - Alphabet Keys
   1. All alphabet keys
   2. Punctuation marks - period, comma, colon, question mark, semicolon
   3. Centering point

B Machine Parts
   1. Space Bar
   2. Carrier Return
   3. Tab Key
   4. Shift Lock
   5. Backspace Key
   6. Margin Release
   7. Left and Right Shift Key
   8. Paper Guide
   9. Platen Knobs
   10. Paper Bail
   11. Line Space Regulator
   12. Margin Set Keys

C. Technique - Skill - Special Applications
   1. Improvement of speed, accuracy and fluency
   2. Timed Writings - 30" 1' 2'
   3. Organization of work station
   4. Inserting, aligning and removing paper
   5. Typing position
   6. Finger position

D. Related Learning Activities
   1. Counting standard typewritten words
   2. Period spacing rules
   3. Comma spacing rules
   4. Question mark spacing rules
   5. Colon and semicolon spacing rules

UNIT II LESSONS 16 - 22

OBJECTIVES

Upon completion of this unit, the student will be able to:

1. Type by touch the figure keys 1 to 0, the diagonal, and the hyphen.
2. Type statistical copy, classified as easy, at a minimum rate of 12 gwam for a 2-minute writing.
3. Type easy straight-copy paragraph material at a minimum rate of 17 gwam, typing for 3 minutes.

UNIT II LESSONS 16 - 22

A. Keyboard - Number Keys
   1. All numbers
   2. Punctuation marks - hyphen, diagonal, dash

B. Machine Parts
   1. Improvement of machine parts control

C. Technique - Skill - Special Applications
   1. Improvement of speed, accuracy and fluency
   2. Timed Writings - 1' 2' 3' (straight copy, handwritten and statistical)
   3. Proofreading and verifying copy
   4. Space bar technique
   5. Shifting control
   6. Tabulation operations

D. Related Learning Activities

UNIT III LESSONS 23 - 26

OBJECTIVES

Upon completion of this unit, the student will be able to:

1. Type by touch the symbol keys $, &, ¢, (), %, ', ", and ___.
2. Type statistical copy classified as easy at a minimum rate of 13 gwam for 3 minutes.
3. Type straight copy classified as easy at a minimum rate of 20 gwam for 3 minutes.
4. Type copy corrected with proofreader's marks without undue difficulty.

Performance Test 1 may be given after completion of Lesson 26.

UNIT III LESSONS 23 - 26

A. Keyboard - Symbols
   1. All symbol keys
   2. Underline key
   3. Punctuation marks - quotation marks, parentheses

B. Machine Parts
   1. Improvement of machine parts control
   2. Changing typewriter ribbons

C. Technique - Skill - Special Applications
   1. Improvement of speed, accuracy and fluency
   2. Timed Writings - 1' 2' 3' (straight copy, corrected copy and statistical copy)

D. Related Learning Activities
   1. Proofreader's Marks

UNIT IV LESSONS 27 - 33

OBJECTIVES

Upon completion of this unit, the student will be able to:

1. Center copy horizontally and vertically.
2. Use the warning bell to divide words at the end of a line of typing.
3. Type announcements and short reports.
4. Type straight copy at 20 gwam for 3-minute writings.
5. Type statistical copy at 15 gwam for 3-minute writings.
6. Type rough-draft copy at 16 gwam for 3-minute writings.

UNIT IV LESSONS 27 - 33

A. Centering
   1. Horizontal
      a. Backspace from center method
   2. Vertical
      a. Reading position
      b. On half sheets
      c. On full sheets

B. Machine Parts
   1. Improvement of machine parts control

C. Technique - Skill - Special Applications
   1. Improvement of speed, accuracy and fluency
   2. Timed Writings 1' 3' 5' (straight copy, corrected copy and statistical copy)

D. Related Learning Activities
   1. Dividing words

UNIT V LESSONS 34 - 39

OBJECTIVES

Upon completion of this unit, the student will be able to:

1. Type business letters in modified block and block styles.
2. Address envelopes.
3. Prepare and correct carbon copies.

UNIT V LESSONS 34 - 39

A. Typing Business Correspondence
   1. Block style
   2. Modified block style
   3. AMS style
   4. Second page headings
   5. Open punctuation
   6. Envelopes
      a. Large
      b. Small
      c. Window
   7. Folding business letters

B. Machine Parts
   1. Aligning Scale
   2. Variable Line Spacer

C. Technique - Skill - Special Applications
   1. Improvement of speed, accuracy and fluency
   2. Timed Writings - 1' 3' 5' (straight copy and rough draft)
   3. Correcting errors
      a. Squeezing and spreading letters
   4. Carbon copies

D. Related Learning Activities
   1. Composing at the typewriter
   2. Word division
   3. Two-letter state abbreviations

UNIT VI LESSONS 40 - 50

OBJECTIVES

Upon completion of this unit, the student will be able to:

1. Type 2-, 3-, and 4-column tables in both exact center and in reading position.
2. Type main, secondary, and column headings in proper positions in tables.
3. Type figures aligned in columns.
4. Type dollar signs, percent signs, and decimals in proper alignment.
5. Type outlines with headings and subheadings of first and second suborder.
6. Type unbound reports and leftbound reports.
7. Type spread headings.
8. Demonstrate the ability to type writings of average difficulty, presented as straight copy, rough-draft copy, and statistical copy for 3 and 5 minute writings.
9. Demonstrate the ability to type letters, tables, and reports in proper format from semiarranged copy according to established standards and specific directions.

Performance Test 2 may be given after completion of Lesson 50.

UNIT VI LESSONS 40 - 50

A. Tables and Reports
   1. 2, 3, and 4-column tables
      a. Aligning figures in columns
      b. Aligning dollar signs in money columns
      c. Centering column headings
   2. Spread headings
   3. Report style
      a. Simple
      b. Formal
      c. Footnotes
      d. Outlines
   4. Making special characters
   5. Personal Data Sheet

B. Machine Parts
   1. Ratchet Release
   2. Automatic Line Finder
   3. Variable Line Spacer
   4. Paper Guide Scale

C. Technique - Skill - Special Applications
   1. Improvement of speed, accuracy and fluency
   2. Timed Writings 3' and 5' (straight copy, rough draft, statistical)

D. Related Learning Activities
   1. Typing scrambled word copy
   2. Composition at the typewriter
   3. Metric equivalents

EVALUATION

For evaluation suggestions, see the Manual, T20M, page 5-7.

Sample 10-week Calendar

TYPING I

March	29 Lesson 1	30 2	31 3	1 4	2 5
April	5 6	6 7	7 8, 9	8 10	9 Good Friday
	12 11	13 12, 13	14 14, 15	15 16	16 17
	19 18	20 19	21 20	22 21	23 22
	26 23	27 24	28 25	29 26	30 Test
May	3 27	4 28	5 29	6 30	7 31
	10 32	11 33	12 34	13 35	14 36
	17 37	18 38	19 39	20 40	21 41
	24 42	25 43	26 44	27 45	28 46
June	31 Memorial Day	1 47	2 48	3 49	4 50

Exam Week - June 7

USEFUL REFERENCES

PHILOSOPHY AND PSYCHOLOGY OF TEACHING TYPEWRITING by Allien R. Russon and S. J. Wanous. (South-Western)

THE SUCCESSFUL SECRETARY by the Editorial Staff of the Parker Publishing Co.

REFERENCE MANUAL FOR OFFICE PERSONNEL 6th Edition by House and Sigler (South-Western)

THE SECRETARY'S TIME SAVING GUIDE TO TYPING by the Editorial Staff of the Parker Publishing Company.

101 MODEL LETTERS THE SECRETARY MUST WRITE by Prentice-Hall, Inc.

ELECTRIC TYPING METHODS FOR THE TEACHER by Royal McBee Corp.